

**Tennessee Department of Health
Community Health Services – Billing and Operational Support Unit
Administrative Services Assistant 5**

The Tennessee Department of Health Community Health Services Division, Billing and Operational Support Unit, is seeking to hire an Administrative Services Assistant 5 (Executive Service) to function as a Medical Claims Coding Specialist. The Coding Specialist will serve as the statewide coordinator for procedure and diagnosis coding of claims for services performed by county health departments and will review claims data to ensure that assigned codes meet required legal and insurance rules. The Coding Specialist is responsible for understanding and interpreting national coding principles/guidance, including federal and state requirements, such as Centers for Medicare and Medicaid Services (CMS) National Correct Coding Initiative (NCCI) edits. In addition, the Coding Specialist will research with third party payors their application of coding edits and provide written and oral guidance to county health department providers, including developing training presentations and maintaining a Codes Manual. The Coding Specialist will be prepared to research and learn about coding requirements for unique public health services in addition to maintaining updated knowledge and awareness of changes to coding guidance from CMS (Medicare), the Division of TennCare and other third party health plans in the state. Claims denied for incorrect procedure and diagnosis coding will be researched by the Coding Specialist to confirm correct coding assignments and education about the error will be provided to the respective provider(s).

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to substantial (five or more years) of full-time increasingly responsible professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR: Four years of increasingly responsible professional administrative services experience with the State of Tennessee.

Preferred Qualifications:

At least 5 years' experience working in a coding position with a health care organization (such as hospital business office, physician practice or health insurance plan).

At least 5 years' experience working with national code sets (CPT, ICD10, HCPCS and ADA/dental codes).

Knowledge of Medicare medical claim coding requirements. Development of training materials and a track record of presenting correct coding guidance to health care providers.

This is an Executive Service position and all persons interested may submit a resume along with a cover letter to Pam Baggett via e-mail at Pamelia.J.Baggett@tn.gov. This vacancy will remain open until it is filled. Candidates must be eligible to work in the United States.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.